

Dear Interested Instructor,

Thank you for your interest in sharing your talents, skills, and experience with the community. We are looking for instructors to teach a wide variety of classes to provide local residents with positive recreational experiences.

The City of Redmond invites you to become a partner in providing programming for the community. Classes can be taught at your place of business or at one of the City's recreation facilities.

Please review the FAQ sheet, and then fill out the attached documents as completely as possible. The packet can be completed on a computer and submitted via email. You may also print, and return your packet to one of the locations listed on the Proposal Packet. Proposals will be routed to the correct program administrator for review. Proposals are evaluated quarterly in preparation of our seasonal recreation guide.

Thank you for your interest in offering programs through the City of Redmond Parks and Recreation Department. We invite you to browse our current recreation guide to see some of the types of programs we offer. We look forward to receiving your completed packet.

Sincerely,
Parks and Recreation Department
City of Redmond



Redmond Parks & Recreation Department

PROGRAM PROPOSAL FREQUENTLY ASKED QUESTIONS (FAQ's)

How do I become an instructor for The City of Redmond?

Submit a completed Proposal Packet to the Parks and Recreation Department. **CLICK** and submit your application online at <u>teachforus@redmond.gov</u>. **CALL** our main recreation office at 425-556-2300. **COME IN**, to the Recreation office at 16600 NE 80th Street, or the Senior Center at 8703 160th AVE NE.

What are the timelines for submitting my proposal?

Proposals can be submitted at any time throughout the year. However, if you wish to start your programs for a specific season, information should be submitted as early as possible (planning begins 6 to 12 months prior to the next quarter).

When can I instruct? (Days of week, quarter, and time)

Class scheduling is flexible and will be dependent on your proposed program curriculum. Programs can run daily, mornings, afternoons, evenings and weekends. There are one-time classes, those that meet for an entire quarter and anything in between. The final schedule will ultimately be determined by the facility and your availability.

What happens after my packet is turned in?

The packet will be routed to the correct program administrator for review.

When can I expect to be contacted?

Proposals will be evaluated quarterly. If your program is a good fit and we would like to offer your class, upon the successful completion of a background check report and references, you will be contacted by one of the programmers and class details will be finalized.

How is the class fee for participants determined?

Class fees will be determined by both you, as the instructor and your program administrator. A number of factors will be taken into account such as your fee, additional supply or equipment cost, facility fees, and the Redmond Parks and Recreation percentage (which covers administrative and marketing expenses), etc.

How are instructors paid?

All instructors can be paid hourly, per person or based on a percentage of the **Redmond Resident Rate** class fee, for example: 60/40 split of your desired instruction fee plus percentage to City, e.g. \$100 per student results in \$60 to instructor, \$40 to the City.

 Professional Service Provider: If you operate as a professional business, have a City of Redmond business license, carry your own insurance, and

- own all equipment and supplies, you will submit an invoice after the class is completed to receive payment.
- Contract Pay Supplemental: If you do not have your own business, but have a special skill and training, you will be hired as a supplemental employee and will submit a timesheet to receive payment, minimally once per month.

What are some of the reason my program might be declined?

- We are already offering a similar program for the same time frame and age demographic that you are looking to serve.
- We have offered similar classes in the recent past that have been unsuccessful.
- The programs fees are deemed too high to be successful.
- We cannot accommodate your schedule, do not have the facility available, or your class was lower on the program priority list.
- Your program does not fit within our risk management guidelines.
- The personal interview, background check or references report do not meet the minimum requirements.

How will my program be marketed?

Your program will be included in our quarterly online brochure. Additionally, your program may be included in other marketing materials, for example, a monthly electronic newsletter to customers of a subscriber service, postcards and posters, and listings on selected website calendars, etc.

Programs are more successful when the instructor/contractor does additional marketing of their own programs.

Once selected as an instructor, will I be guaranteed to teach every quarter?

On-going programs will be reviewed and evaluated each quarter by your program administrator.